



September 16, 2004

MEMORANDUM

TO: Administrators of Intermediate Care Facilities for the Mentally Retarded
Administrators of Hospitals and Institutional General Infirmaries
Administrators of Nursing Homes
Administrators of Hospices
Administrators of Community Residential Care Facilities
Administrators of Residential Treatment Centers for Children & Adolescents
Administrators of Facilities that Treat Individuals for Psychoactive Substance Abuse or Dependence

FROM: Dennis Gibbs, Director
Division of Health Licensing

SUBJECT: Emergency Evacuation Plan Submission Requirements

Effective January 1, 2004, each facility is required to submit a current emergency evacuation plan annually to the Division of Health licensing prior to the expiration date of its license. A current plan is one that has been developed, revised, and/or reviewed by the facility within 120 days prior to the license expiration date. Plans should be received in our office no later than 60 days prior to the expiration date of your license to insure that your license is renewed in a timely manner.

A facility license will not be issued or renewed, until such time as the Division receives an acceptable completed plan that adequately addresses all of the requirements as outlined in the Emergency Order issued by the Department on August 30, 2004. In addition, the plan must meet the licensing standards pertaining to emergency/disaster preparedness contained in the DHEC regulation appropriate to the type of license issued to your facility by the Department and are as follows:

Reg. 61-13, Habilitation Centers, Sec. B.(8)

Reg. 61-16, Hospitals and Institutional General Infirmaries, Sec. 207

Reg. 61-17, Nursing Homes, Sec. B(8).

Reg. 61-78, Hospices, Section 1701

Reg. 61-84, Community Residential Care Facilities, Sec. 1400

Reg. 61-103, Residential Treatment Facilities for Children and Adolescents, Sec. J(6)(a).

Reg. 61-93, Facilities that Treat Individuals for Psychoactive Substance Abuse or Dependence, Sec.1502

The table below contains all of the components from the emergency order and the regulations that must be addressed in your emergency evacuation plans and in your facility procedures. Please ensure that your plan contains all items listed and submit it to:

DHEC
Division of Health Licensing
2600 Bull Street
Columbia, SC 29201.

EMERGENCY EVACUATION PLAN COMPONENTS

All Items Below Must Be Included In Your Plan	
	Plan includes a Sheltering Plan and:
	1. A signed letter of agreement between the facility & the sheltering facility *
	2. Sheltering agreement is current and still in effect and:
	a. Includes sleeping plan
	b. Includes feeding plan
	c. Includes medication plan
	d. Addresses accommodations for relocated staff
	Plan includes a Transportation Plan and:
	1. Includes number and type of vehicles required
	2. Explains how vehicles will be obtained
	3. Designates who will provide drivers
	4. Addresses medical support during relocation
	5. Estimates time to accomplish relocation
	6. Describes route to be taken to sheltering facility
	Plan includes a Staffing Plan and:
	1. Describes how care will be provided to relocated patients or residents
	2. Identifies number and type of staff
	3. Plans for relocating and transporting facility staff provided
	4. Co-signed by both facilities if sheltering facility staff provided
	Emergency Evacuation Plan has been coordinated with:
	1. The local emergency preparedness office
	Plan rehearsed annually (if required by regulation) and documented to include:
	1. Time and date
	2. Summary of actions and recommendations
	3. Names of Participants

09/16/04

* The State of South Carolina Department of Health and Environmental Control – Emergency Order dated 8/30/04 requires the letter of agreement to include: “the number of relocated patients or residents that can be accommodated”.